



ACCOUNTING OFFICER (SPECIALIST)
DEPARTMENTAL PROMOTIONAL
SPOT – SACRAMENTO
FINAL FILING DATE: SEPTEMBER 25, 2014

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

WHO MAY APPLY

Competition is limited to department employees who meet the minimum qualifications listed on this bulletin and:

- 1. Have a permanent civil service appointment with California Conservation Corps as of **September 25, 2014**, the final filing date; or
- 2. Are a current or former employee of the Legislature for two or more years as defined in Government Code section 18990; or
- 3. Are a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code section 18992; or
- 4. Are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code section 18991. For entrance requirements, veterans must provide a copy of their DD214 when applying for this examination. Veterans' preference will not be granted in promotional examinations.

For applicants under items 2, 3, 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than **September 25, 2014**, the final filing date. Faxed or e-mailed applications will not be accepted. Applications postmarked after the final filing date, whether personally delivered, or received via interoffice mail **after 5:00 p.m. on the final filing date, will not be accepted for any reason.** Indicate the examination title on the application.

FILE BY MAIL OR
IN PERSON:

CALIFORNIA CONSERVATION CORPS
1719 24TH STREET
SACRAMENTO, CA 95816
ATTN: EXAM UNIT

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) OR ANY CCC CENTER.

Applications may be obtained at any Employment Development Department office, at California Conservation Corps centers, at www.ccc.ca.gov, or www.jobs.ca.gov.

REASONABLE
ACCOMMODATION

If you have a disability and need special testing arrangements or other reasonable accommodations, mark the appropriate box for question #2 on the standard state application. You will be contacted in advance to make specific arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Unit at (916) 341-3140. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

SALARY RANGE

\$3,918 - \$4,906

REQUIRED
IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

THE POSITION

This is the first journey person level for the series. Incumbents, under general supervision from a Senior Accounting Officer or an Accounting Administrator, perform professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for agency activities, such as maintain accounting records for funds administered by the department; prepare, review and analyze financial reports, statements, accounts and records; maintain the General Ledgers; reconcile the General Ledger to SCO; review expenditures against allotments. Incumbents may exercise moderate control in the administration of established policies and procedures, and may have on-going contacts with program managers, control agencies, local governmental jurisdictions, Federal Government, vendors, and members of the public. Incumbents in this class have no supervisory responsibilities, but may serve as a lead for Accountant Trainees, accounting clerical and semiprofessional personnel.

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established for use by the California Conservation Corps to fill vacancies in Sacramento. The list will be abolished 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

POSITIONS

Positions exist in Sacramento.

REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by **September 25, 2014**, the final filing date. Your signature on your application indicates that you have read, understand, and possess the minimum qualifications required.

All applications/resumes must include the following information: "to" and "from" dates (month/day/year), time base, hours per week, civil service or private sector titles, and the duties performed. **Applicants must provide a copy of the course work or degree that is required to meet the education requirements with their application (unofficial transcripts are ok). Acceptable course work and degrees must be completed at an accredited institution. Official transcripts will be required at the time of hire.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, applicants who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

MINIMUM
QUALIFICATIONS

Either I

One year of experience in the California state service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

Or II

Experience: One year in the California state service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor). Applicants meeting the educational requirements who have completed six months of service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor) will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment. **And**

Education:

Either I

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

Or III

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under education II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or III

Experience: Two years of increasingly responsible professional accounting or auditing experience. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accountant I.) (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **and**

Education listed under Pattern II.

EXAMINATION
INFORMATION

Interviews may or may not be conducted for this examination. This entire examination may consist of an evaluation of each candidate's experience and education. Completion and submittal of the state application (STD. 678) by the final filing date will constitute the entire examination. **For this reason, candidates should take special care in accurately and completely filling out his/her application.** List all experience relevant to the "Requirements for Admittance to the Examination" section of this announcement, even if that experience goes beyond the seven-year limit printed on the application. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Note: If needs warrant, the testing method utilized may be changed to an oral interview. If this method is selected, the interview will include a number of predetermined job-related questions and be weighted 100%. Competitors who do not participate in the selected testing method will be disqualified.

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the oral exam interview will be on measuring competitively, relative to job demands, each competitors:

A. Knowledge of:

1. Accounting principles and procedures.
2. Governmental accounting and budgeting.
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
4. Principles of business management, including office methods and procedures.
5. Principles of public finance.
6. Business law.

B. Ability to:

1. Apply accounting principles and procedures.
2. Analyze data and draw sound conclusions.
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare clear, complete, and concise reports.
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
6. Establish and maintain cooperative relations with those contacted in the work.
7. Speak and write effectively.

SPECIAL PERSONAL

Ability to qualify for a fidelity bond.

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CHARACTERISTICS

CAREER CREDITS

Career credits are not granted in promotional examinations.

VETERANS' PREFERENCE

Veterans' Preference is not granted in promotional examinations.

QUESTIONS

If you have questions about this exam, please contact the Exam Analyst at (916) 341-3140.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Conservation Corps Examination Unit in Sacramento at (916) 341-3140, three weeks after the cut-off/final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Applications are available at any Employment Development Department office, at www.jobs.ca.gov, or at www.ccc.ca.gov on the Internet.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be rated against a predetermined job-related rating scale, and all candidates who pass the examination will be ranked on the eligible list according to their scores.

The California Conservation Corps reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at www.spb.ca.gov.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination.

Veterans' Preference: Effective January 1, 2014 – Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. Veterans Preference will now be awarded as follows,

- Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
- An entrance examination is defined, under the law, as **any open** competitive examination.
- Veterans Preference is not granted once a person achieves permanent civil service status.

How to apply for Veterans Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference Application form (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website at www.cdva.ca.gov.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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